



STANDARDS OF APPRENTICESHIP

adopted by

NORTHWEST WASHINGTON ELECTRICAL INDUSTRY JOINT APPRENTICESHIP AND TRAINING COMMITTEE

(sponsor)

Skilled Occupational Objective(s):

APPLIANCE SERVICEMAN

CONSTRUCTION ELECTRICIAN

LOW ENERGY/SOUND AND COMMUNICATION TECHNICIAN

MAINTENANCE ELECTRICIAN

MARINE ELECTRICIAN

NEON SIGNMAN

OIL BURNER ELECTRICIAN

RADIO-TELEVISION

RESIDENTIAL WIREMAN APPRENTICE

SHOP ELECTRICIAN

DOT

827.261-010

824.261-010

829.281-022

829.281-014

825.381-030

824.281-018

862.281-018

720.281-018

824.261-010

721.484-010

Term

8000 HOURS

8000 HOURS

4800 HOURS

8000 HOURS

8000 HOURS

8000 HOURS

8000 HOURS

4000 HOURS

4000 HOURS

8000 HOURS



APPROVED BY

Washington State Apprenticeship and Training Council

REGISTERED WITH

Apprenticeship Section of Specialty Compliance Services Division

Washington State Department Labor and Industries

Post Office Box 44530

Olympia, Washington 98504-4530

APPROVAL:

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Standards Amended (review)

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Standards Amended (administrative)

By: LAWRENCE CROW
Chair of Council

By: PATRICK WOODS
Secretary of Council

NORTHWEST WASHINGTON ELECTRICAL INDUSTRY JOINT
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The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC.

Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

A. Appliance Serviceman, Construction Electrician, Maintenance Electrician, Low Energy/Sound and Communication Technician, Marine Electrician, Neon Signman, Oil Burner Electrician, Radio-Television, and Shop Electrician.

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The area covered by these Standards shall be Island, Skagit, Snohomish, San Juan, Whatcom, Douglas, Chelan, Grant and Okanogan Counties.

B. Residential Wireman Apprentice

The area covered by these Standards shall be Island, Skagit, Snohomish, San Juan, and Whatcom Counties.

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

A. Appliance Serviceman, Construction Electrician, Maintenance Electrician, Marine Electrician, Neon Signman, Oil Burner Electrician, Radio-Television, and Shop Electrician.

An individual may become an apprentice by any of the following means:

1. A pool of eligible applicants shall be established consisting of individuals who qualify for oral interview.

To qualify for oral interview an applicant must meet the following basic requirements unless he or she has a minimum of six thousand hours of substantiated electrical construction work experience.

Age:	Applicants must be 18 years of age.
Education:	Must be a high school graduate or equivalent, with one year of high school algebra with a grade of "C" or better.
Physical:	Must be physically able to meet the needs of the trade.
Testing:	Evidence of a qualifying score of "4" or higher, using the electrical trade's aptitude test developed and validated by the American Institutes for Research.
Other:	Each applicant must have been a resident of the area covered by these Standards for one (1) year prior to making application.

Applicants shall submit the following information to the Committee along with their application.

- a. Birth Certificate or reliable information on date of birth.
 - b. A transcript of high school courses and grades.
2. Individuals who can verify (by providing undisputable documenting evidence) that they have worked a minimum of eight-thousand (8000)

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hours specifically in the electrical construction trade will qualify for an oral interview by the JATC to be considered along with other qualified applicants. (NOTE: This is NOT a form of direct entry)

3. Individual who have worked a minimum four Thousand (4000) hours as a Residential Wireman under an IBEW/NECA local Collective Bargaining Agreement, will qualify for an oral interview by the JATC to be considered along with other qualified applicants.
 - a. All available Residential Apprenticeship records will be provided to the JATC.
 - b. Such individual entering the program with an IBEW Residential Wireman classification will be awarded a minimum of three thousand five hundred (3,500) hours credit toward their hours of OJT required under these standards. The individual will also be credited with two years of related training provided they have completed the two-year IBEW/NECA residential training program.

B. Low Energy/Sound and Communication Technician

Age: Applicants must be 18 years of age.
Education: Must be a high school graduate or equivalent, with one year of high school algebra.
Physical: Must be physically able to meet the needs of the trade.
Testing: Evidence of a qualifying score, using the electrical trade's aptitude test developed by the American Institutes for Research.
Other: None

C. Residential Wireman Apprentice

Age: Applicants must be 18 years of age.
Education: Must be a high school graduate or equivalent with one year of high school algebra with a grade of "C" or better.
Physical: Must be physically able to meet the needs of the trade.
Testing: Evidence of a qualifying score of "4" or higher, using the electrical trade's aptitude test developed and validated by the American Institutes for Research.
Other: Each applicant must have been a resident of the area covered by these Standards for one (1) year prior to making application.

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

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The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

ALL OCCUPATIONS

A. Selection Procedures:

- 1. The Committee shall adopt the procedure for selection of apprentices as written by the National Apprenticeship Committee as attached upon the approval of the Washington State Apprenticeship and Training Council.**
- 2. Each selected applicant shall be given an opportunity to study these Standards, the Committee policies, and the apprenticeship registration before signing the registration.**
- 3. Applications will be available at the Apprenticeship Business Office (1710 Anderson Road, Mt. Vernon, WA 98273) every Monday from 9:00 a.m. to noon and 1:00 p.m. to 4:00 p.m. Applications will be available at the Labor Temple (27 N. Chelan, Wenatchee, WA 98801) the second Wednesday and Thursday of every month.**
- 4. Applications will be taken the year around as individuals express an interest.**
- 5. Interviews will be held periodically. All applications taken since the last series of interviews will be processed to final disposition before any individual is selected. Interviews will be granted to all who meet the basic requirements. The number of new apprentices to be accepted will be determined before starting interviews.**
- 6. Those not interviewed because they lack basic qualifications will not be reconsidered until they correct any deficiencies they may have and reapply (further schooling, etc.).**
- 7. Those applicants selected for the apprenticeship program will be subject to a Drug Test.**

EXCEPTIONS:

- 8. An employee, of a nonsignatory employer, not qualifying as a journey level worker when the employer becomes signatory shall be evaluated by the JATC, using consistent, standard, nondiscriminatory means and registered**

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at a appropriate period of apprenticeship based on previous work experience and related training. These applicants must:

- a. complete an application form
- b. provide an official transcript for high school and post high school education and training
- c. take the same aptitude test required of all other applicants - for counseling purposes.
- d. the JATC will require documentation and seek adequate verification to substantiate previous employment and experience
- e. be deserving of advanced standing, based upon evaluation by the JATC.
- f. provide official documentation to show that they were an employee performing electrical work prior to the employer becoming signatory.

9. An individual who signs an authorization card during an organizing effort wherein over fifty percent or more of the employees have signed authorization cards, whether or not the employer becomes signatory - and is an employee of the nonsignatory employer and does not qualify as a journey level worker, shall be evaluated by the JATC, using consistent standard, nondiscriminatory means and registered at the appropriate period of apprenticeship based on previous work experience and related training. When registered, individuals entering through this method must be employed by the participating employers. For such applicants to be considered, they must:
 - a. be employed in the JATC's jurisdiction when the authorization card was signed.
 - b. have been employed by the employer before the organizing effort commenced.
 - c. document a minimum of two thousand (2,000) hours of electrical construction work experience.
 - d. all employees of the employer must have been offered the opportunity to sign authorization cards and be evaluated.
 - e. complete an application form; provide official transcripts for high school and post high school; take aptitude test required of all other applicants - for counseling purposes; provide official documentation to show that they were an employee performing electrical work prior to signing the authorization card; be deserving of advanced standing based upon evaluation by the JATC; the JATC will require reliable documentation and seek adequate verification to substantiate previous employment and experience.
10. Registered Native Americans who have secured work under a TERO Project may receive direct entry into apprenticeship as an apprentice provided:
 - a. The employer is an approved training agent of this committee.
 - b. The applicant has met the minimum qualifications of these standards for the occupation in question.

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B. Equal Employment Opportunity Plan:

1. **Dissemination of information concerning the nature of apprenticeship requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and the equal opportunity policy of the sponsor. Such information shall be regularly disseminated, but not less than semiannually. Such information shall be given to the Council, local schools, employment service offices, women's centers, outreach programs and community organizations which can effectively reach minorities and women and shall be published in newspapers which reach minorities and women and shall be published in newspapers which are circulated in the minority community and among women as well as the general areas in which the program sponsor operates.**
2. **Participate in any workshops conducted by employment service agencies for the purpose of familiarizing school, employment service and other appropriate personnel with the apprenticeship system and current opportunities therein.**
3. **Internal communication of the sponsor's equal opportunity policy in such a manner as to foster understanding, acceptance, and support among the sponsor's various officers, supervisors, employees, and members and to encourage such persons to take the necessary action to aid the sponsor in meeting its obligations under these rules.**
4. **Utilization of journey level workers to assist in the implementation of the sponsor's affirmative action program.**
5. **Granting advance standing or credit on the basis of previously acquired experience, training, skills, or aptitude for all applicants equally.**

Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

IV. **TERM of APPRENTICESHIP:**

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

- A. **Appliance Serviceman, Construction Electrician, Maintenance Electrician, Marine Electrician, Neon Signman, Oil Burner Electrician, Radio-Television, and Shop Electrician.**

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The term of apprenticeship shall be not less than 8000 hours of reasonably continuous employment.

B. Low Energy/Sound and Communication Technician

The term of apprenticeship for Low Energy/Sound and Communication Technician shall be not less than three years, 4,800 hours of continuous employment.

C. Residential Wireman Apprentice

The term of apprenticeship for Residential Wiremen Apprentices shall be not less than two (2) years of approximately 4000 hours of reasonably continuous employment.

When a person applies for the residential program and is accepted, he/she is not longer eligible for any other job classification covered by these Standards until such time he/she has completed or is terminated from such program.

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

A. Appliance Serviceman, Construction Electrician, Maintenance Electrician, Marine Electrician, Neon Signman, Oil Burner Electrician, Radio-Television, and Shop Electrician.

The first 1600 hours of employment and one year of related classroom training shall constitute the probationary period. During this period the

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apprenticeship registration may be canceled by either party without the formality of a hearing. The Registration Agency shall be notified of such cancellation.

During the probationary period, the Committee shall make a thorough review of the apprentice's ability and development. After the first 1600 hours of OJT and one year of related instruction, action must be taken on each probationary apprentice to end the probation or cancel the registration. All interested parties shall be notified of such action.

B. Low Energy/Sound and Communication Technician

Apprentices employed under these Standards will be subject to a probationary period which shall not exceed the first 960 hours of employment. During the probationary period, either party may annul the Agreement.

C. Residential Wireman Apprentice

Apprentices employed under these Standard will be subject to a tryout or probationary period which shall not exceed the first 800 hours of employment. During the probationary period either party may annul the Agreement

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

A. Appliance Serviceman, Construction Electrician, Maintenance Electrician, Marine Electrician, Neon Signman, Oil Burner Electrician, Radio-Television, and Shop Electrician.

Construction Electrician: An employer shall employ only registered apprentices secured from the Committee. The Committee shall allow each qualified employer a ratio of two (2) apprentices to three (3) journey level workers, but only when registered apprentices are available. Such ratio shall not be exceeded on any job.

The overall ratio is 2 apprentices for every 3 journey level workers or fraction thereof. This ratio can be used on each job, contract or shop:

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<u>JOURNEY LEVEL WORKERS</u>	<u>APPRENTICES</u>
1.....	1
2.....	2
3.....	2
4.....	3
4.....	4
5.....	4
6.....	4
7.....	5
7.....	6
8.....	6
9.....	6
10.....	7
10.....	8
11.....	8
12.....	8
13.....	9
13.....	10
14.....	10
15.....	10
16.....	11
16.....	12
17.....	12
18.....	12
19.....	13
19.....	14
20.....	14
21.....	14
22.....	15
22.....	16
23.....	16
24.....	16
25.....	17
25.....	18
26.....	18
27.....	18
28.....	19
28.....	20
29.....	20
30.....	20

B. Low Energy/Sound and Communication Technician

The ratio of apprentices for Low Energy/Sound and Communication journey level worker shall be one (1) Low Energy/Sound and Communication Technician

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to one (1) Low Energy/Sound and Communication journey level worker on each job.

C. Residential Wireman Apprentice

The ratio of apprentices to residential wiremen shall be one (1) residential apprentice to one (1) residential wireman.

VII. APPRENTICE WAGES and WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

A. Appliance Serviceman, Construction Electrician, Maintenance Electrician, Marine Electrician, Neon Signman, Oil Burner Electrician, Radio-Television, and Shop Electrician.

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	40%
2	1001 - 2000 hours	50%
3	2001 - 3500 hours	55%
4	3501 - 5000 hours	65%
5	5001 - 6500 hours	75%
6	6501 - 8000 hours	85%

An apprentice who is given credit for previous experience in the trade shall be paid the rate of the period to which such credit advances him/ her.

B. Low Energy/Sound and Communication Technician

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 0800 hours	55%
2	0801 - 1600 hours	60%

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3	1601 - 2400 hours	65%
4	2401 - 3200 hours	70%
5	3201 - 4000 hours	80%
6	4001 - 4800 hours	85%

The wage for each trade objective shall be submitted for approval and shall remain in effect until amended.

C. Residential Wireman Apprentice

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 0450 hours	50%
2	0451 - 1000 hours	55%
3	1001 - 2000 hours	65%
4	2001 - 3000 hours	75%
5	3001 - 5000 hours	85%

The wage for each trade objective shall be submitted for approval and shall remain in effect until amended.

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VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

<u>A. Appliance Serviceman:</u>	<u>Approximate Hours</u>
1. Care and use of tools, equipment and materials	1000
a. Hand tools	
b. Bearing removal and installation equipment	
c. Grinder for ordinary dressing and for use	
d. Buffer-use with various grinding Compounds for different type surfaces.	
e. Drill press, use of various speeds in drilling and use of counter bores.	
f. Lathe-dressing of shafts and bearings facing commutators, checking armatures and shafts for trueness.	
g. Soldering-use of iron and flame	
h. Brazing-use of presto-lite torch	
2. Electronic tubes	166
Practical application as jobs demand	
3. Transformers, condenser and resistors.....	500
a. Various designs and use	
b. Care and application of transformers and condensers, condensers, be able to determine requirements and apply equipment of proper size and safety factor.	
c. Have working knowledge of Ohm's Law and be able to apply it in determining sizes of resistors for units for heat or as limiting or voltage dropping.	
4. Proper use of test equipment	1000
a. Care, use and application of test instruments to determine motor and circuit faults.	
b. Use of thermocouple and thermometer in repair and adjustment of heating appliance	
5. Actual repair of all household appliances.....	2000
a. Repair of mechanical defects and touch up of finish on major appliances (washers, ironers and house laundry equipment)	

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- b. Electric-range service.
- 6. Household refrigeration and motor driven appliances2000
 - a. General knowledge of refrigeration cycle; be able to determine if trouble is in hermetically sealed unit or in control; have sufficient knowledge to instruct anyone in its proper use.
 - b. Determine and repair troubles in vacuum cleaners and any appliance using small motors except winding
- 7. Repair of appliance motors (not winding)334
 - a. Dismantling and assembly of motors
 - b. Tests for exact troubles in armature, fields, switches and bearing of small motors and repair same (except winding)
- 8. Knowledge of materials used in repair and upkeep of appliances1000
 - a. General knowledge of nomenclature and procurement of materials and parts used in traffic and major appliances
 - b. Estimating of repairs-cost of labor, parts and dollar value of appliance to advise if repair is practical
 - c. Customer relations-shop contacts, field contacts and general knowledge of shop and customer's problems relative to appliance service.

TOTAL HOURS: 8000

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<u>B. Construction Electrician:</u>	<u>Approximate Hours</u>
1. RESIDENTIAL-wiring of residences, duplexes, and small apartment buildings and necessary shop work and preparation.	500
2. COMMERCIAL-wiring of public commercial, school and hospital buildings; the installation and repair of all equipment therein; and necessary shop work and preparation.	3500
3. INDUSTRIAL-wiring of all industrial buildings and equipment; the maintenance, repair, and alteration of the same; and the-necessary shop work and preparation.	3000
4. SPECIALIZED SYSTEMS-wiring of systems which include; sound, data transmission, telephone, fire alarm, fiber optics, energy management, closed circuit television programmable controllers, and nurse call systems.	1000
TOTAL HOURS:	8000

Each apprentice shall be required to accumulate up to a minimum of 50% of the listed hours in each category; total accumulated hours shall be not less than 8000.

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**C. Low Energy/Sound and Communication
Technician**

Approximate Hours

1. **RESIDENTIAL:** Wiring of residences, duplexes and small apartment buildings; and necessary shop work and preparation.....400
2. **COMMERCIAL:** Wiring of public, commercial, school and hospital buildings; the installation and repair of all equipment therein; and necessary shop work and preparation2000
3. **INDUSTRIAL:** Wiring of all industrial buildings and equipment; the maintenance, repair and alteration of the same; and the necessary shop work and preparation1000
4. **SPECIALIZED:** Wiring of systems which include sound data transmission, telephone, LAN, fiber optics, closed circuit television, fire alarm systems, energy management systems, security systems, and the servicing and troubleshooting of telecommunications systems.1400

TOTAL HOURS: 4800

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<u>D. Maintenance Electrician:</u>	<u>Approximate Hours</u>
1. Commercial and industrial wiring	
2. Signal wiring	
3. Power Wiring	
4. Control equipment.....	2000
5. Lighting circuits	
6. Wiring splicing	
7. Fixture Work	
8. Assembly	
9. Wiring and repair	
10. Hanging	
11. Check and repair equipment	
12. Rigid conduit installation	2000
13. Motor troubles, detection and repair	
14. Transformers	
15. Repair compensators	
16. Safety method	
17. Install light and power equipment	
18. Signal equipment	
19. Replace fuses, bulbs	2000
20. Maintain electrical circuits and equipment	
21. Appliance repair	
22. Safety methods	
23. Motor repair	
24. Welding, brazing and burning	
25. General maintenance	2000
26. Safety methods	
27. First aid	
28. Electronic controls and circuits	
29. Induction heating.	
TOTAL HOURS:	8000

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<u>E. Marine Electrician:</u>	<u>Approximate Hours</u>
1. Care and use of tools, equipment and materials	500
2. Installation of marine cable.....	1000
3. Installation of conduit and wire.....	500
4. Lighting A.C. and D.C	1000
a. General, temporary, emergency and special	
b. Distribution, switchboards and transformers	
c. Generators, main, auxiliaries	
5. Power.....	2000
a. A.C.-Single phase, three phase	
b. D.C.	
c. Distribution, switchboards and transformers	
d. Generators, main auxiliaries, A.C. and D.C.	
6. Motors	1000
Installation, protection and control	
7. Signals, bells and telephones	500
8. Safety practice-electrical code-first aid.....	1000
9. Plan reading and layout.....	500
TOTAL HOURS:	8000

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F. Neon Signman:

Approximate Hours

1. Service:

- a. General knowledge of metals, as related to the trade.....1000
- b. General commercial wiring installation.....200
- c. Transformers - high frequency currents1000
- d. City codes and regulations1000
- e. Safety practice - First Aid200
- f. Wiring on neon signs2000
- g. Rigging and scaffolding1000

- 2. Complete knowledge of tube bending and glass welding. Chills and strains explained and likely causes of them. Layout work (block and script). Complete knowledge of operation of vacuum pumps and gauges and the pumping of units1600**

TOTAL HOURS: 8000

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<u>G. Oil Burner Electrician</u>	<u>Approximate Hours</u>
1. Motors, relays, solenoids, transformers temperature controls and safety devices.....	1000
2. Circuits, connections and testing transformers and A.C. and D.C. motors, signal circuits, low and high voltage.....	1000
3. Residential and commercial wiring, electrical code.....	668
4. Fundamental and principles of oil burners and oil burning equipment; theory of pumps and pumping	2000
5. Combustion draft combustion chamber and their relation to all burners and combustion efficiency.....	1000
6. Fuel oils, gravity, viscosity, BS and W and BTU content.....	1000
7. Care and use of tools, equipment and materials; care and use of test instruments	332
8. Plan reading and layout.....	1000
TOTAL HOURS:	8000

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<u>H. Radio-Television:</u>	<u>Approximate Hours</u>
1. Use of all fundamental test equipment.....	500
a. Oscillators	
(1) Standard frequency	
(2) Calibration type	
(3) Audio oscillators	
b. Meters	
(1) Voltmeter	
(2) Ohm meter	
(3) Millimeter	
(4) Vacuum tube voltmeter	
c. Oscilloscope	
(1) Signal tracing	
(2) Pattern interpretation	
d. Tube tester	
e. Sweep generator	
f. Isolation transformer	
(1) Varix transformer	
(2) Battery substitute power supply	
2. Diagrams.....	1000
a. Diagnose receiver and television equipment faults by circuit analysis from symptoms	
b. Reconstruct circuits to diagrams	
3. Familiarity with all parts and devices.....	2000
a. Radio chassis	
b. Phonograph mechanism	
c. Television chassis	
d. Amplifiers	
e. Power supplies	
4. Alignment procedure.....	1000
a. Hearing method	
b. Voltmeter method	
c. Sweep frequency method	
5. Methods of analyzing circuits and faults	1000
6. Familiarity with all types of antenna equipment	834
a. Apartment and hotel types	
b. Home and car installations	
c. Television antenna and installations	
d. City and state code	

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- 7. Auto-radio installations500
 - a. Familiarity with ignition systems
 - b. Familiarity with interference elimination

- 8. Sound equipment834
 - a. Speakers
 - (1) Proper types for locations
 - (2) Correct impedance matching
 - (3) Correct baffling technique
 - b. Microphones
 - Proper types for installation
 - c. Recorders
 - Sufficient knowledge for proper cutting procedure

- 9. Photoelectric cells and associated equipment.....332
 - a. Theory of operation
 - (1) Relays
 - (2) Lens and light source
 - (3) Amplifiers (DC)

TOTAL HOURS: 8000

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<u>I. Residential Wireman Apprentice:</u>	<u>Approximate Hours</u>
1. Wiring of outlets in single family residence	1170
2. Wiring of general outlets in multiple family residences, apartment buildings, swimming pool lighting and equipment	900
3. Wiring for service connection meters and distribution	270
4. Major appliance installation and service	190
5. Remodeling of residential buildings	450
6. Mobile home services	145
7. Low voltage controls	135
8. Installation, service, and controls of electrical heat	450
9. Installation, service and control of air conditioning	290
TOTAL HOURS:	4000

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<u>J. Shop Electrician</u>	<u>Approximate Hours</u>
1. Care and use of tools, equipment and materials	1000
2. Dismantling, stripping and assembling resistors	1000
3. Winding: A.C. motors, D.C. motors, transformers	1500
4. Armatures and rotors; winding, bonding turning and undercutting	1000
5. Circuits, connections and testing: A.C. motors, D.C. motors, transformers.	1000
6. Controls A.C. and D.C.....	1000
7. Switchboards: assembly, fabrication and layout	1500
TOTAL HOURS:	8000

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- (X) Supervised field trips
- (X) Approved training seminars
- () A combination of home study and approved correspondence courses
- (X) State Community/Technical college
- () Private Technical/Vocational college
- (X) Training trust
- (X) Other (specify):
 - A. **Appliance Serviceman, Construction Electrician, Maintenance Electrician, Marine Electrician, Neon Signman, Oil Burner Electrician, Radio-Television, Shop Electrician, and Residential Wireman Apprentice**

Must complete an approved Industrial First Aid Class.

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B. Low Energy/Sound and Communication Technician:

Must complete an approved Red Cross First Aid Class and an OSHA Class..

Minimum RSI hours per year, (see WAC 296-05-305(5))

A. Appliance Serviceman, Construction Electrician, Maintenance Electrician, Marine Electrician, Neon Signman, Oil Burner Electrician, Radio-Television, and Shop Electrician.

200 Minimum RSI hours per year

B. Low Energy/Sound and Communication Technician and Residential Wireman Apprentice

165 Minimum RSI hours per year

Additional Information:

A. All Occupations:

The apprentice's work shall not interfere with attendance at related instruction classes.

B. Appliance Serviceman, Construction Electrician, Maintenance Electrician, Marine Electrician, Neon Signman, Oil Burner Electrician, Radio-Television, and Shop Electrician.

The Committee shall secure competent instructors whose knowledge, experience, and ability to teach shall be carefully examined. The qualifications for an instructor shall be in accordance with the State Plan for Vocational Education for trade and industrial instructors. When possible, the instructors shall take such teacher training courses as are available.

The Committee shall secure such course material and equipment as may be necessary.

The instructors shall give periodic examinations and report the results to the Committee so that the apprentices' progress may be checked and corrective measures applied where necessary.

Safety: Each apprentice shall take an 18-hour, first-aid class in their first year of apprenticeship and a nine-hour refresher course the third year of

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apprenticeship, as well as on-the-job safety training to ensure that they become a safe and competent journey level worker.

Modification or changes in these Standards shall not alter conditions of apprenticeship already in force, without the consent of all parties involved.

The apprentice must immediately notify the instructor of any intended absence from school classes and must also notify the Coordinator by mail, stating the date and reason for absence. Absences will be adequate reason for the apprentice to be called before the apprenticeship committee for disciplinary action.

Failure to receive passing grades in school will start a cancellation process of apprenticeship.

C. Low Energy/Sound and Communication Technician

The Committee shall secure competent instructors whose knowledge, experience, and ability to teach shall be carefully examined. The qualifications for an instructor shall be in accordance with the State Plan for Vocational Education for trade and industrial instructors. All instructors shall take teacher training courses from NTI at University of Tenn.

D. Residential Wireman Apprentice

If the Committee desires to have classroom instruction during working hours, there will be no compensation for these hours.

The Committee shall secure competent instructors whose knowledge, experience, and ability to teach shall be carefully examined. The qualifications for an instructor shall be in accordance with the State Plan for Vocational Education for trade and industrial instructors. When possible, the instructors shall take such teacher training courses as are available.

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial

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probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

A. General Procedures

1. **All Occupations:**

- a. **At the end of each progression period of employment the Committee shall examine the progress of the apprentice on the job and in related instruction. Action must be taken on each apprentice to approve advancement, extend present rating for a specified probationary period or cancel his/her registration. Increases shall be subject to satisfactory progress on the job and in related instruction.**
- b. **Candidates with previous experience in the electrical construction trade can ask for and have such experience evaluated by the Committee at the time they make application or before they sign an Agreement. Where such experience warrants it, the Committee will place the apprentice in the appropriate period and such advanced credit shall be subject to review prior to his/her next advancement.**
- c. **At the completion of the term of apprenticeship, the Committee shall interview the apprentice. If satisfactory in all phases of the training, the Committee will so certify to the sponsoring parties. If not satisfactory, his/her term of apprenticeship may be extended.**
- d. **Upon completion of a minimum of 8,000 hours of on the job training and completion of 1000 hours related classroom instruction, an apprentice will be scheduled for the next available Washington State Journeyman Electrical Examination and released from the Northwest Washington Electrical Industry JATC program.**
- e. **Supervision should not be of such nature as to prevent the development of responsibility and initiative.**
- f. **Any apprentice shall have the right to appear before the Committee.**

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- g. An employer who is eligible to train apprentices shall meet the qualifying requirements as set forth in the basic labor agreement and be able to provide the necessary work experience for training.**
- h. The rules and policies of the Committee as presently in existence or as may be adopted from time to time shall have full force and effect under these standards, provided they do not change the intent of the standards.**
- i. The apprenticeship and training programs shall be administered by the Apprenticeship Committee for the Electrical Contracting Industry and apprentices shall conform to these Standards.**
- j. All problems pertaining to the employer/employee involved shall be submitted to the Committee for attention and disposal before action is reported to the sponsoring organization.**
- k. In the event the employer and employee representatives cannot mutually agree on the administration of the program, any matter in dispute shall be referred to the sponsoring parties for settlement (labor and management).**
- l. The Joint Apprenticeship and Training Committee for the Electrical Contracting Industry, hereinafter called the "Committee", shall be composed of six members: three to be qualified to represent the chapter, National Electrical Contractors Association, Inc., and three to be qualified to represent the Local Union of the International Brotherhood of Electrical Workers.**
- m. Members of the Committee Shall be selected by the groups they represent. The term of office shall be for one year. A Committee member may succeed himself/herself. The Committee shall select from its membership, a Chairman and Secretary.**
- n. Any member of the Committee may be removed for cause and replaced by proper action on the part of the organization, which he/she represents. Any officer or Committee member may be removed by the sponsoring organization upon recommendation by majority vote of the Committee, for dereliction of duty or misconduct in office. Such a recommendation shall be forwarded in writing to the proper sponsoring organization for action.**
- o. Consultants and guests may be invited to attend meetings of the Committee but shall have no official voice or vote.**

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- p. This Committee shall, in conformity with the National Apprenticeship and Training Standards for the Electrical Contracting Industry and the basic labor agreement make local rules and establish requirements governing the selection, qualifications, education and training of all apprentices and for training of journey level workers and others.**
- q. All funds for the operation of the apprenticeship and training programs shall be held in a trust fund. The Committee shall initiate and certify all expenditures to the trustee of the trust fund.**
- r. The Committee can meet at least once a month and on call of the Chairman. One Committee member from each side must be present at the JATC meeting to establish a quorum. Each side of the committee shall have three votes regardless whether it is represented by one or more members.**
- s. The Committee shall determine the number of apprentices needed to keep the area supplied with qualified journey level electricians, after considering all the factors which have a bearing on the number needed**
- t. The Committee may employ a competent person as full-time Training Director. The Training Director shall assume such responsibility and authority for operation of the apprentice training program as is delegated by the Committee.**
- u. In order to provide diversity of training and work opportunities, the Committee shall have full power to acts on matters pertaining to transferring apprentices from one job or shop to another. All transfers and assignments for work shall be issued by the Committee through the referral office.**
- v. The Committee shall hear and consider all violations of its rules and the Apprenticeship Agreement, and shall make such rulings as it deems necessary in each individual case.**
- w. Any time the apprentice believes he/she has any complaint concerning any phase of his/her training, he/she shall submit the complaint in writing to the Apprenticeship Committee, through the Coordinator, fifteen (15) days prior to the next regular meeting.**
- x. All requests of the Committee shall be presented to the Coordinator at least ten (10) days in advance of the next regular Committee meeting. Any applicant desiring to make a request for credit for previous "on-the-job" training must do so at the time they make application. The request shall include a written resume of his/her previous work experience and training schedule as it relates to his/her trade. The**

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ruling shall not prohibit an employer from paying an apprentice a wage higher than the established rate calls for.

y. STATEMENT OF POLICY

Training Director will act for and under the direction of the Committee in carrying out the terms and conditions as established in the Standards, and published policies of the Committee.

(1) Apprentice Job Assignment-Employer-Apprentice-Committee:

- (a) Employers shall advise the Training Director of the number of apprentices needed. The referral of apprentices to fill such vacancies shall be made by the referral office upon receipt of an assignment by the Training Director.**
- (b) It is the intention of the Committee that employers employing apprentices make every effort to offer six months continuous work in order to employ an apprentice. But recognizing the varying circumstances, employers should give a full week's notice before laying off an apprentice in order that a replacement job can be found.**
- (c) Apprenticeship is primarily a training working period. Apprentices must accept jobs as offered by the Committee. An apprentice turning down a job will appear before the Committee.**
- (d) Apprentices do not have the right to quit a job without first appearing before the Committee.**

An apprentice terminated for cause must appear before the committee for possible disciplinary action.
- (e) When an apprentice becomes unemployed for any reason, he/she shall notify the Training Director not later than the next working day after termination.**
- (f) The Committee shall have full authority to transfer or rotate apprentices from one employer to the other to provide diversity of training of work opportunities. The arrangements for these transfers shall be made by the Training Director in cooperation with all parties concerned.**

- 1) It is the policy of the Northwest Washington Electrical Industry Apprenticeship Committee to rotate**

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apprentices in such a manner as to gain experience in all the different phases of electrical work.

- 2) The Training Director will make every effort to give two weeks advance notice of transfers to employees consistent with what information he/she is able to obtain as to work opportunities and possible reductions of work force.
- 3) Every effort will be made by the Committee to have the apprentice work for at least two different employers, which will be approved by the Committee as suitable places for training. But an apprentice can remain in one employer's shop during the duration of his/her apprenticeship if his/her experience is adequately diversified by the decision of the Committee.
- 4) Notification by the apprenticeship employer of his/her termination means that on that day, or if not terminated early enough on that day, then on to the next business day, the apprentice shall come to the office and sign the Apprentice Book for re-employment.

- (g) Apprentices may be allowed to work alone during the final period of their apprenticeship provided approval is granted by the Apprenticeship Committee, and they obtain the appropriate training card from the Department of Labor and Industries Electrical Section. The employer must submit a formal written request to the Committee and they will consider each request on an individual basis.

(2) Periodic Advancement of Apprentices:

- (a) Prior to each advancement, the Training Director will check the apprentice's progress on the job by contacting the proper supervisory personnel in the shop where the apprentice is employed.
- (b) **Requirement for Advancement: (Except for Residential Wireman Apprentices)**
 - 1) Full attendance at school. There will be no excused late arrivals, absences, or early dismissals from class. Any apprentice reporting absent more than one day will be called before the Committee.

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- 2) Satisfactory grade in school -- 75% average minimum grade.
- 3) Satisfactory reports from both employer and journey level workers.
- 4) Work experience reports turned in monthly.
- 5) Neat appearance and good grooming.
- (c) Each of the requirements will be checked, prior to each advancement, by the Training Director.
- (d) Deficiency of any one or more of these requirements may be cause for up to six months deferment of advancement, or dismissal from the program.
- (e) Future advancements will be calculated from the new date unless changed by the Committee.
- (f) **Requirement for Advancement: (Residential Wireman Apprentices)**

Full attendance at school. There will be no excused late arrivals, absences, or early dismissals from class. Any Residential Apprentice reporting absent more than two evenings will be called before the committee.

(3) Apprenticeship School:

- (a) Disciplinary problems shall first be handled by the instructor. Whenever the instructor fails to produce the desired results, they will refer the matter to the Committee for action.
- (b) Books and lesson material for the apprentice:
 - 1) Apprentices are to provide their books and pay their tuition for school.
 - 2) The Committee will supply all textbooks and material required for each instructor at no charge.

(4) Work Experience Report:

- (a) Each apprentice is to be required to fill out a work experience report card monthly. This report shall be in the

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Committee office no later than the 10th of the following month.

- (b) Each apprentice who is late in returning their work experience report will have the following penalties imposed:**

First offense: 30 days actual work delay in their next advancement.

Second offense: 60 days actual work delay in their next advancement.

Third offense: cancellation procedure to follow.

(5) Leave of Absence:

Leave of absence may be requested at any time from the Committee.

- (6) Performing electrical work for other than your referred employer, unless it has been specifically approved by the sponsoring parties, shall be cause for removal from the job with no future referral unless acted upon by the Committee at their next regular meeting.**
- (7) Cheating, cribbing, copying or obtaining information other than your own knowledge during the testing procedures shall be cause for removal from the job with no further referral unless acted upon by the Committee at their next regular meeting.**
- (8) All notices to apprentices to appear before the Committee shall be at least 20 days prior to requested appearance.**

B. Local Apprenticeship Committee Policies

NONE

C. Complaint and Appeal Procedures:

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

Prior to: 20 days of intention of disciplinary action by a committee/organization

- Committee/organization must notify the apprentice in writing of action to be taken

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- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

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The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)

Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be "50% plus 1" of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
- Authorization of Signature - as necessary
- Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
- Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
- Change of Status – within 30 days of action by committee, with copy of minutes
- Journey Level Wage – at least annually, or whenever changed
- Revision of Standards and/or Committee Composition - as necessary
- RSI (Quarterly) Reports:
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10

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3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
 - Program name
 - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression
 - Section IX: Related/Supplemental Instruction
 - Section XI: Committee - Responsibilities and Composition (including opening statements)
 - Section XII: Subcommittees
 - Section XIII: Training Director/Coordinator

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
 - Additional credit
 - Suspension (i.e. military service or other)
 - Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
 4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may

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arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.

5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
6. Hear and adjust all complaints of violations of apprenticeship agreements.
7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

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Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

Quorum: **One Committee member from each side must be present at the JATC meeting to establish a quorum.**

Program type administered by the committee: **GROUP JOINT**

The employer representatives shall be: **(NECA)**

Cindy K. Austin, Secretary
2702 Colby Ave. Suite 1206
Everett, WA 98201

Mel Buttrum
PO Box 1489
Snohomish, WA 98290

Nancy Williams
Seven Sisters
PO Box 719
Sedro Woolley, WA 98284

The employee representatives shall be: **(Local #191 IBEW)**

Milton Foster, Chairman
Local Union #191 IBEW
2812 Lombard
Everett, WA 98201

David Howsen
Local Union #191 IBEW
2812 Lombard
Everett, WA 98201

Aaron Van Kirk
1173 E. Grover Street
Lynden, WA 98264

XII. SUBCOMMITTEE:

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Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee must be approved by the main committee.

A. Residential Sub-Committee Personnel:

The Employer Representative Shall Be:

**Pete Sanders, Chairman
Snohomish Electric
P.O. Box 278
Snohomish, WA 98290**

The Employee Representatives Shall Be:

**Craig Boag, Secretary
1714 7th Street
Snohomish, WA 98290**

B. Motorshop Sub-Committee Personnel:

The Employer Representative Shall Be:

**Frank Anderson
P.O. Box 1107
Everett, WA 98206**

The Employee Representatives Shall Be:

**Milt Foster
2810 Lombard
Everett, WA 98201**

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**Randall A. Ambuehl, Training Director
306 Anderson Road
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